

View Previously Generated Historical Reports

To view previously generated historical reports, complete the following steps:

1. From the **Reports** tab, select **Historical Reports** and click **View Previously Generated Reports**. The *View Previously Generated Reports* page appears as shown in Figure 1.

Figure 1: View Previously Generated Reports

Report Type	Submitted Time	Search Criteria Parameters	Status	Download
Adjustment Historical Report	12/31/2013 10:20:57 AM ET		SUBMITTED	
Adjustment Historical Report	12/31/2013 10:20:22 AM ET		COMPLETED	
CIRA CSV Historical Report	12/30/2013 03:46:39 PM ET		SUBMITTED	
CIRA CSV Historical Report	12/30/2013 03:38:41 PM ET		ERROR	
CIRA CSV Historical Report	12/30/2013 02:24:05 PM ET		COMPLETED	
Deposit Historical Report	12/30/2013 02:21:37 PM ET		COMPLETED	

OTC Endpoint: ALL
Adjustment Category: Deposit Adjustment
Adjustment Type: Debit
Voucher From Date: 10/15/2000
Voucher To Date: 12/31/2000

OTC Endpoint: ALL
IncludeSubordinates: Y
Settlement Status: ALL
Received Date:
From Date: 12/01/2010
To Date: 12/02/2010

OTC Endpoint: ALL
Deposit Status: Submitted
Deposit Type: US Currency
Voucher From Date: 12/01/2005
Voucher To Date: 12/03/2005
RTN: 231902331

Cancel

2. Select one of the reports to download and under the **Download** column, click **Download**. The *File Download* dialog box appears.



Application Tips

- Once the Comma Separated Values (CSV) file is downloaded, it can be opened using Excel or Notepad.
- Previously generated reports are available for 30 days. Duplicate report requests based on identical report parameters cannot be made within the same 7-day period; however, after 7 days a duplicate report request can be submitted. Report requests are user specific and are not viewable by other users.
- The CIRA CSV Historical Report page is configured to download a maximum of 31 days of search results. This range parameter applies when a user searches using **Received Date**, **Check Capture Date**, **Settlement Date** or **Return Settlement Date**. The system will display an error message to you when searching for results beyond the configured range.

3. Click **Open**, **Save**, or **Cancel**.



Additional Button

- Click **Open** and the file content displays.
 - Click **Save** and choose the location for saving the file.
 - Click **Cancel** and the dialog box closes. No data is saved.
 - Click **Cancel** again to return to the OTCnet Home Page. No data is saved.
-